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CAARNG Pamphlet 600-202

## ENLISTED PERSONNEL CENTRALIZED PROMOTION BOARD

### PERSONNEL GENERAL

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#### FOR THE GOVERNOR:

**THOMAS W. ERES**

*Major General*

*The Adjutant General*

#### OFFICIAL:



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**History.** This pamphlet supercedes and replaces CAARNG Pamphlet 600-202, dated 1 February 2002.

**Summary.** This pamphlet applies to all boards convened for CSM, SGM, 1SG, MSG and enlisted vacancy promotions within the California Army National Guard.

**Applicability.** This pamphlet applies to the California Army National Guard.

**Supplementation.** Supplementation of this pamphlet is prohibited without the prior approval of the G-1, Military Personnel, Office of the Adjutant General, California Army National Guard.

**Suggested Improvements.** Users of this pamphlet are invited to send comments and suggested improvements directly to CAAD-G1, Attention: MILPO SGM.

**Distribution.** Distribution of this pamphlet is for Army - A.

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### **1-1. Purpose**

- a. To provide guidance for the centralization of selections boards for ranks of Sergeant First Class (SFC), Master Sergeant (MSG) and Sergeants Major (SGM). This includes AGR soldiers and Technicians as well as the M-day soldiers.
- b. To provide procedures for the selection of Command Sergeants Major (CSM).
- c. To provide procedures for the selection of First Sergeants.
- d. To supplement the prescribed policies and procedures in Chapter 9 and 11, NGR 600-200 and CA ARNG Supplement 1 to Chapter 11, NGR 600-200.

**1-2 References.** References used in this publication are AR 600-8-104, NGR 600-5, NGR 600-25, NGR 600-8-14, NGR 600-200, CA ARNG Supplement 1 to Chapter 11, NGR 600-200.

**1-3. Abbreviations and terms.** Abbreviations and special terms used in this publication are explained in the glossary.

**1-4. Responsibility.** Questions regarding this publication and the Enlisted Centralized Promotion Boards should be referred to the Army Division G-1 Sergeant Major or the State Command Sergeant Major.

**1-5. Content.** This publication is not designed to be all-inclusive. The contents are considered to be sound guidelines for the administration of the EPS Centralized Enlisted Promotion Boards.

**1-6. Convening and Promotion Authority.** The Adjutant General has delegated the authority to manage and administer the EPS Program for the CA ARNG to the Army Division G-1. The State CSM conducts all state level centralized boards.

**1-7. Recommendations.** Recommendations for changes to this publication are encouraged. Submission will be made through command channels to the Army Division G-1 for review.

**1-8. Central Boards.** State level central boards are conducted for the enlisted ranks Sergeant First Class, Master Sergeant and Sergeants Major. CSM Boards will be conducted in accordance with (IAW) Chapters 9 & 11, NGR 600-200 and Chapter 3 of this publication. First Sergeant Boards will be conducted IAW chapters 9 & 11, NGR 600-200 and chapter 4 of this publication.

**1-9. Board Appointments.** The Army Division G-1, in conjunction with the State CSM will appoint the boards and provide special instructions for the central boards at the state level.

**1-10. Eligibility.** To be eligible for consideration, selection and promotion, soldiers must be in a promotable status (para 11-3, NGR 600-200) and meet the promotion criteria in para 11-28, NGR 600-200.

**1-11. Approval Authority.** The Adjutant General is the final approval authority for enlisted promotions.

## **Chapter 2 - Centralized Promotion Boards**

### **2-1 General Board Procedures**

a. The Enlisted Promotion System (EPS) Board for the ranks of Sergeant First Class (SFC) Master Sergeant (MSG) and Sergeants Major (SGM) are conducted by the California Army National Guard (CA ARNG) State Centralized Promotion Board. The CA ARNG Centralized Promotion Board is conducted at State headquarters, and consists of the State Command Sergeant Major as president with voting members of selected CSMs, SGMs, 1SGs and MSGs from within and outside the CA ARNG.

b. The Centralized Board is conducted upon completion of all processing of the Enlisted Promotion Point Worksheets (CAL Form 4100), and the Performance portion of the Appraisal Worksheet (175 points) of the CAL form 4101 (Appendix A). The worksheets (CAL Forms 4100 and 4101s) must accompany the Promotion Appraisal Packets. The Enlisted Promotion Appraisal Packet must be transmitted, in hard copy, through command channels to the Army Division G-1 Sergeant Major, at OTAG, ATTN: CAMP-SGM, by the suspense date of 31 March annually.

c. Units will update the administrative points on the CAL Form 4100 and ensure that 3 CAL Form 4101s are included with only the appraisal evaluations completed. The Board convenes to evaluate individual soldier Potential (225 points) using the documentation supporting the completed Senior NCO Checklist (Appendix C) as applicable. Board members will complete the CAL Form 4101, Enlisted Appraisal Worksheet, using the Board/Point Spread Matrix (Appendix B).

d. The Army National Guard Senior NCO Checklist (Appendix C) must be completed with all required documents attached. The documents must be in the order listed on the Checklist. The consolidation of the documents with the CAL Forms 4100 and 4101s is known as "EPS packets". Documents listed on the checklist are to be on 8 1/2 x 11 inch white paper. Do not include tabs, dividers, books, booklets or document protectors. Secure the EPS packets with a single staple in the upper left-hand corner. Do not include extraneous documents not on the checklist. The board does not update administrative points. Administrative points must be updated using the EPS website as outlined in CAL Supplement 1 to Chap 11 of NGR (AR) 600-200.

e. The Checklist requires signatures from the individual soldier, the supporting personnel sergeant, and all CSMs through the chain of command. Therefore, Intermediate headquarters are recommended to impose earlier suspense dates to their appropriate headquarters in order to allow for their endorsement and quality screening.

**2-2 Board Appointments.** Convening authorities appoint Board members by memorandum. The board consists of a President of the board, members, and recorders.

a. **President.** The State CSM is the president of boards for ranks of SFC, MSG, 1SG, SGM and CSM. The State CSM may appoint another CSM to act as president in his/her absence. The president of the board serves without vote and oversees the

proceedings to ensure fairness and equality toward all soldiers considered.

b. **Members.** The Board will consist of a minimum of three enlisted members (higher in grade to the soldiers being boarded). When large numbers of soldiers are considered, the convening authority may appoint two or more panels to compose the board, each of which considers specific career management fields (CMFs). This ensures that soldiers of the same grade and like MOSs are boarded by the same board or panel of the board.

(1) Female and minority groups will be represented on the board to the maximum practical extent when members of these groups are being considered. When this is not possible, the reasons will be made apart of the board proceedings. Failure to appoint a member of such a group to the board is not a basis to challenge the results of the board.

(2) Boards may include minority members and female members even though the board may not be considering female or minority soldiers. Boards will not be composed entirely of female or minority members.

c. **Recorder.** A nonvoting recorder will serve the board as appointed by Army Division G-1.

**2-3. Board Evaluations.** The board members conduct independent appraisals, using those areas indicated on the NGB Form 4101 and the documentation provided as outlined in Appendix C to evaluate soldiers' Potential (225 points) using the whole soldier concept. The soldiers' qualities and qualifications, matters of record, past performance, with the heaviest weight given to the recent past, and the soldiers' potential to serve in positions of greater responsibility, must be considered objectively.

a. The weight of derogatory information is determined by the independent judgment of the board members. The board must make its appraisal based on the entire record.

b. The board must recognize that soldiers with physical profiles have disabilities that do not necessarily interfere with duty performance. The soldiers' health record is not documentation presented to the selection board.

c. Board members will not depart from the board with any type of notes.

#### **2-4. Correspondence with the Board.**

a. Correspondence with the board must be in accordance with paragraph 11-37 NGR 600-200

b. The following documents are not authorized and will not be given to the board:

(1) Correspondence from anyone other than the soldier concerned (this precludes communication from the soldier's chain of command, NCO support chain, political sources, or other third parties).

(2) Correspondence that criticizes or reflects on the character, conduct, or motives of any soldier.

(3) Incomplete appeals of items such as NCOER, AER, courts-martial, Article 15 or comparable state code actions, etc.

(4) Incomplete copies of NCOER or Academic Evaluation Report. Only fully completed documents processed through official channels will be seen by the board.

**2-5. Responsibilities:** The responsibility for this program lies solely with the NCO Corps with CSMs ultimately responsible. However, direct responsibility for obtaining the required documents and the completion of the biographical sketch (Appendix F & G) lies with the individual soldier. Readiness NCOs and Personnel Staff NCOs (PSNCOs) shall provide administrative guidance and advice. First Sergeants and CSMs are responsible to monitor this process. The unit and the soldier should possess copies, or have access to the required NCOERs, AERs and the DA Form 705. Soldiers are not to call Army Division G-1 directly requesting NCOERs or AERs. If the documents exist, and neither the soldier nor the unit has them, the request for these documents will be consolidated at the battalion level and the supporting PSNCO will make the appropriate inquiry to Army Division G-1 to obtain them.

a. **The Adjutant General** is the approving authority of the final promotion lists.

b. **State Command Sergeant Major - Board President**

(1) Acts as the board president.

(2) Establishes to the time and date of the board.

(3) Identifies a CSM to act in his absence.

(4) Reviews the finding of the board for submission to Army Division G-1.

c. **Army Division G-1:**

(1) Publishes the order to appoint the board as requested by the state CSM

(2) Appoint the Board Recorder.

(3) After the board is completed the Army Division G-1 reviews the results and conducts quality assurance.

(4) Consolidate results and creates the promotion lists.

(5) Submits the recommended promotion lists to the Adjutant General for approval.

(6) Upon TAG approval, the Army Div G-1 publishes the lists on the CA-ARNG web site.

d. **Board Members**

(1) Report to designated site as directed.

(2) Consider all soldiers on the "whole soldier" concept based on the documentation provided to the board.

e. **Recorder** The recorder is an administrator assigned by the Army Division G-1 and attends to the board proceedings.

f. **Command Sergeant Majors** at all levels are responsible for the oversight and successful execution of this process.

g. **PSNCO/Personnel Sergeant:**

(1) Assists the soldier in preparation of the board packet and obtaining the required documentation.

(2) Follows the guidance as outlined in this pamphlet and the CA ARNG Supplement 1 to Chapter 11, NGR 600-200.

h. **Individual soldier**

(1) Soldier is responsible for the preparation, completion and submission of the packet.

(2) Follows the instructions for completion of the promotion packet prior to the established suspense dates.

## Chapter 3 - CSM Selection

### 3-1. Policy:

- a. The Adjutant General will approve all nominations for CSM assignments/reassignments.
- b. The Adjutant General selects the State CSM.
- c. The Commander, 40<sup>th</sup> Infantry Division (Mech), selects the Division CSM.
- d. These procedures apply to Traditional Guardsmen, AGR and Technician full-time personnel. Specific requirements are outlined in NGR 600-200 and NGR 600-5.

**3-2. General:** This pamphlet outlines the eligibility and documentation requirements for Masters Sergeants, First Sergeants and current Sergeants Majors applying for appointment consideration as a Command Sergeant Major.

### 3-3. Eligibility Requirements:

- a. To be eligible for consideration the nominee must be on the current EPS OML or be a current Sergeant Major. Nominees must meet the prerequisites in paragraph 9-3, NGR 600-200 and be able to meet the service remaining requirements. The nominee must not be flagged for either Height/Weight under AR 600-9, APFT, or for any adverse actions. NCOs applying for consideration understand that selection may include an assignment outside of their current organization. By applying for consideration, the NCO agrees to serve based on the needs of the California Army National Guard. An NCO refusing an assignment after selection may have his/her name removed from the current SQL.
- b. The nominee must be recommended through the CSM support channels and be willing to attend the U.S. Army Sergeants Major Course, either resident or non-resident, if applicable. Approved packets, with all administrative documentation, will allow the nominee to be placed on the current Standing Qualification List (SQL). Documentation requirements for CSM nomination packets are shown in Appendix E (Command Sergeants Major Nomination Checklist). CSM nomination packets are submitted in conjunction with the annual EPS promotion packets, with a final suspense to State headquarters ATTN: CAMP-SGM of 31 March annually.
- c. The SQL is an alphabetically listing by command management field (CMF) of all eligible nominees that apply.
- d. IAW NGR 600-200, paragraph 9-3j, all NCOs promoted to CSM must be able to serve three years from date of promotion, unless granted an exception to policy for the good of the service.
- e. An NCO may request removal from the SQL due to change of status or for personal reasons. The request for removal must be made in writing to the State CSM. The State CSM is the approval authority for these requests.
- f. The Adjutant General is the only authority for involuntary removal from the SQL.
- g. The SQL will be published by the Army Division G-1 upon approval of The Adjutant General.
- h. General guidance for meeting qualification for promotion to SGM and selection into the CSM program are found in NGR 600-200, Chapters 9 and 11.

**3-4. Documentation Requirements:** The following documentation is in accordance with the requirements of NGR 600-200, Chapters 9 & 11. Assemble packets according to correspondence procedures in AR 25-50 in the sequence of the checklist at Appendix E. Submit all documents on white 8 1/2 x 11 inch paper. Do not include tabs, dividers, books, booklets, or document protectors. Do not include extraneous documents not listed on the checklist.

a. Send originals of:

(1) The Request for Assignment and Appointment to CSM (Appendix D)  
(2) Checklist (Appendix E) Place documents in the order listed on this checklist.  
(3) Biographical sketch (Appendix F & G). Do not use abbreviations other than U.S., two-letter state abbreviations, NCO, MOS, SQI, ASI, LIC and address abbreviations. Follow the format of the biographical sketch exactly as shown. Use Times New Roman, New Courier or Arial 12 pitch fonts in Microsoft Word. A copy of the bio must be placed on a computer diskette or CD and accompany the package. This allows final adjustment to font and/or format errors to be made by reviewing CSM Advisory Council members before the board is conducted.

(4) Official photograph per AR 640-30. Ensure the official photograph show only permanent items prescribed by AR 640-30 and authorized by AR 670-1, chapters 27 and 28 and CA ARNG 672-5. This precludes the wear of infantry chords and discs, airborne flashes, temporary unit awards, basic and senior recruiter badges, combat leader identification (green tabs), state badges, etc on the official photo. Exceptions to permanent items are the regimental distinctive insignia which is worn over the right pocket, the current unit shoulder sleeve insignia on the left shoulder, and the distinctive unit insignia worn on the shoulder loops.

(5) For 1SG or MSG who are not graduates of the U.S. Army Sergeants Major Course, DA Form 4187 (original copy only) and signed Statements of Agreement and Coordination per paragraph 11-27c(2). (See Appendix I & J).

(6) The Transmittal Checklist (Appendix H) is the cover sheet to be used when transmitting CSM nomination packets.

(7) In accordance with paragraph 9-10 of NGR 600-200 a nominee's memorandum to the board president may be permitted (optional). Correspondence must invite attention to matters of records which is not readily apparent in the nominee's records, but which the soldier feels is relevant to the selection process.

b. Send photo copies of:

(1) DA Form 2-1 (Personnel Qualification Record) (AR 600-8-104) (one-sided copy). Obtain the 2-1 from Army Division G-1 through the unit personnel NCO. Ensure that all entries are current and provide source documents to update items such as military schools, civilian education, awards and decorations, etc. The unit or battalion PSNCO knows which changes require source documents and must carefully screen the 2-1 prior to submission for correctness. Enter the following statement below the last assignment in item 35, on a photocopy of the DA Form 2-1 the first statement, and have the soldier sign and date it or, if unavailable for signature, use the second statement which authorizes the Personnel Officer or SGT to sign and date.



I have reviewed the information herein and it is correct and complete.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PSB/MPD/PSC POC \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

OR

NCO was unavailable for signature and review.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PSB/MPD/PSC POC \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

(2) GPFR-1790, Personnel Qualification Record (PQR), or equivalent SIDPERS report, current within one month of submission on 8 1/2 x 11 white one-sided copies only. The unit can print PQRs using the Personnel Readiness Management (PRM) program on the Army Division G-1 website.

(3) DA Form 2166-7/8 (NCO Evaluation Reports) for the last **five** years (photocopy each report head-to-foot). A "complete-the-record" NCOER is encouraged when authorized by AR 623-205, paragraph 2.9. If there is a missing NCOER or a gap (unrated time not covered) between two NCOERs it is recommended that this be explained in the nominee's memorandum to the president of the board.

(4) DA Form 1059 (Academic Evaluation Report) for **all** NCOES courses.

(5) A statement concerning the soldier's status in the U.S. Army Sergeants Major Course.

(6) DA Form 705 (Army Physical Fitness Test Record) with at least the last **three** years of record APFTs. When a soldier has not taken an APFT in the last three years, include a statement by the soldier's commander to explain the lack of record testing. Make sure the Ht/Wt entries on the 705 match the Ht/Wt as shown on the NCOERs and PQRs. If there are notable discrepancies the nominee should address the reason in the memorandum to the president of the board.

(7) DA Form 7349-R (Initial Medical Review-Annual Medical Clearance) completed per AR 40-501, paragraph 8-19c(5) and NGR 40-501. If warranted, also include DA Form 3349 (Physical Profile) if the soldier has a limiting physical condition. If a profile is included, also ensure there is a corresponding entry in the DA Form 2-1, Item 4, per AR 600-8-104. Traditional soldiers with one or more physical profile series of 3 or 4 require a MOS/Medical Retention Board (MMRB) or a state Medical Duty Review Board (MDRB) validated in lieu of an MMRB. The DA Form 3349 must have all the signatures required.

(8) Certificates for decorations, and memoranda for commendation and appreciation within the last **five** years. Do not submit award orders unless they are the only available documents with the award narratives for decorations (achievement medals and higher), and do not submit documents on service or training medals or ribbons, badges or tabs.

### 3-5 Responsibilities:

a. The **Army Division G-1** has primary staff responsibility for implementation and operation of this program. The Army Division G-1 will:

(1) Provide a SQL list of current eligible SGMs, 1SGs and MSGs requesting consideration for CSM vacancies. Inform NCOs when their name has been added or removed from the SQL.

(2) Upon request by the state Command Sergeant Major, will notify board members of the time and location of the California CSM Selection Board, convening authority and prepare a letter of instruction IAW NGR 600-200.

(3) Provide all applications to council/board members when the CSM Advisory Council and/or the California CSM selection board convenes.

(4) Prepare all appropriate documents for submittal to the NGB CSM selection board. Recommendations by the board will not be released until TAG approval.

(5) Ensure that the membership of the California CSM selection board is representative by gender and minority consistent with the nominees for CSM consideration IAW NGR 600-200, paragraph 9-8.

(6) Publish promotion and reassignment orders as required.

b. The **State Command Sergeant Major** is responsible for the selection and placement of all fully qualified NCOs applying for CSM vacancies on the Standing Qualification List (SQL)

(1) Evaluate all nomination packets.

(2) Prepare and submit the SQL for The Adjutant General review/approval.

(3) Forward the approved SQL to the CSM Advisory Council.

c. The **State CSM Advisory Council (SCSMAC)** is responsible to:

(1) Identify CSM projected vacancies in conjunction with the Army Division G-1 and State CSM.

(2) Review nomination packets and make recommendations to the State CSM as to NCOs best qualified to fill CSM vacancies.

d. **Commanders** will ensure that NCOs recommended for consideration meet the highest personal and professional standards. The primary tool for evaluation of professionalism and leadership potential is the NCOs NCOER.

e. The **Battalion** is responsible to assist the NCO in processing the nomination packet.

(1) The **PSNCO** will assist the NCO in obtaining those documents not readily available.

(2) The **PSNCO** will review the packet for administrative completeness IAW NGR 600-200, paragraph 9-6, with the exception of the Official Photo and nominating memorandum, and sign and date the checklist (Appendix E) and return the packet to the NCO.

f. The **Brigade Level Command CSM** will review the packet, and forward it to his/her Senior Command CSM using the Transmittal Checklist (Appendix H).

g. **The NCO** is responsible for:

(1) Forwarding the completed packet to his/her Brigade level CSM.

(2) The content and quality of the nomination packet.

(3) Having a thorough knowledge of NGR 600-200, Chapter 9.

### **3-6. State Command Sergeant Major Advisor Council (SCSMAC):**

- a. The council president and all members will consist of CSMs and SGMs.
- b. The president will normally be the State Command Sergeant Major.
- c. The council will consist of the following members:

State Command Sergeant Major

CSM, 40<sup>th</sup> Infantry Division (Mech)

CSM Joint Staff Division

3 Brigade CSMs from the 40<sup>th</sup> INF DIV (Mech) (18 month rotation)

CSM, 49<sup>th</sup> Combat Support Command

CSM, 100<sup>th</sup> Troop Command

CSM, 115<sup>th</sup> Area Support Group

1 CSM representing Training Sites (selected by State CSM)

Additional CSMs or SGMs as appointed by the State CSM.

d. The Army Division G-1 will provide an NCO for administrative support to the council.

e. The council will consider all eligible NCOs on the SQL as Command Sergeant Major vacancies become available. Each vacancy can have one or more recommended NCOs. The council will forward the recommendations to the California CSM Selection Board.

### **3-7. California CSM Selection Board**

- a. The council president and all members consist of CSMs.
- b. The president of this board will normally be the State Command Sergeant Major (a non-voting member).
- c. The board consists of three command sergeants majors (voting members) selected by the State CSM and may include one or more CSMs from outside the State of California.
- d. The Army Division G-1 will provide an NCO for administrative support to the board.

### **3-8. Procedure:**

- a. Time Frame:
  - (1) Annually as stated.
  - (2) The State CSM Advisory Council will review the SQL during each quarterly meeting.
- b. Process:
  - (1) The NCO prepares a nomination packet with the assistance of his/her PSNCO.
  - (2) The Brigade CSM (06 Command Level) reviews the packet and forwards to the SRCOM CSM using the transmittal checklist. (Appendix H).
  - (3) The Senior Command CSM will review the packets and forward them to the Army Division G-1 SGM using the transmittal provided at Appendix H.
  - (4) The Army Division G-1 SGM will review the packets for administrative accuracy.
  - (5) The Army Division G-1 SGM will draft the SQL and provide the list quarterly to the State CSM.

c. Application Requirements:

(1) All qualified NCOs are encouraged to apply for consideration and placement on the SQL.

(2) Nomination packets must be resubmitted every 12 months. To update information the NCO will forward their documents through their Brigade CSM to the Army Division G-1 SGM. (Appendix E is the CSM Nomination Checklist and Appendix F and G are the format and sample of the Biographical Sketch).

(3) Prepare the application packet in accordance with ALL the procedures described in NGR 600-200, paragraph 9-6.

(4) The NCO provides all items required by NGR 600-200, paragraph 9-6, except for the nominating memorandum.

(5) The NCO prepares a memorandum requesting consideration for entrance into the CSM Program. (Appendix D)

**3-9. Selection Procedures:**

a. The Army Division G-1 will provide the SQL to the State CSM.

b. The CSM Advisory Council will make recommendations for entrance into the CSM Program using the current SQL.

c. The California CSM Selection Board will select the **best qualified** candidates from recommendations provided by the CSM Advisory Council.

d. NGB CSM Selection Board considers, approves and appoints qualified California nominations to CSM semi-annually.

**3-10. Assignment, Reassignment and Removal of CSMs:**

a. Assignment: The selection of personnel to CSM positions is based on qualification and organizational needs.

(1) The period of assignment is not limited and is not coterminous with the commander. However, NCOs selected should serve no longer than four years in any CSM assignment.

(2) In accordance with NGR 600-200, paragraph 9-3j, all nominated NCOs should have three or more years remaining from mandatory retirement.

(3) NCOs must understand that appointment to CSM may be a final assignment since there can be no guarantee of a follow-on assignment.

(4) Effective appointment date for initial CSM assignments cannot be prior to the effective approval date by the NGB/DA CSM selection board.

b. Reassignment: The reassignment of CSMs will be based on the recommendation of the organization commander and the chain of command. Final approval authority rests with The Adjutant General.

c. Removal:

(1) CSMs may be removed from their assignment based on retirement, discharge, transfer to the USAR, and academic failure from the USASMA Course or failure to meet Army Standards.

(2) Loss of position due to reorganization.

(3) Removal for cause IAW NGR 600-200, paragraph 9-22.

(4) Authority for removal is The Adjutant General.

(5) A military Technician or AGR soldier granted a leadership waiver to serve a

fixed period as a CSM that terminates with lateral appointment to SGM.

d. Reduction for:

(1) Inefficiency. This action requires reduction processing and reassignment to a valid position vacancy commensurate with the soldier's qualification and grade.

Excess assignments are not authorized. Reference: Chapter 3, NGR 600-200.

(2) Misconduct: IAW NGR 600-200, Chapter 9.

## **Chapter 4**

### **FIRST SERGEANTS LEADERSHIP BOARDS**

**4-1. Reference Chapters 5 and 11 of NGR (AR) 600-200, Enlisted Personnel Management.**

**4-2. Precedence of Selection: Commanders will consider current 1SGs and Master Sergeants for assignment to vacant First Sergeant positions before selecting SFCs for promotion IAW paragraph 11-44e of NGR 600-200. This allows career development assignments in grade without affecting the number of soldiers promoted. First Sergeant vacancy positions are a priority fill.**

**4-3. Board Composition:** NGR 600-200 authorizes States to establish leadership boards to identify First Sergeant positions, for master sergeants or sergeants first class, who desire and are eligible for promotion, to serve as First Sergeants. This board, comprised of command sergeant majors, will convene at the state or major subordinate command levels. Major commands must request authorization for these boards from this headquarters, Director, Army Division G-1, through the State Command Sergeant Major. In the written request, list the potential board members desired. The Army Division G-1 Directorate will publish the appointment order for the board members and also publish administrative instructions to the board. The boards may be held twice in a promotion cycle. The first board should be convened as soon as practicable after the promotion board results are published. This will allow selectees to immediately enroll in the First Sergeants Course as applicable. The Board should conduct in-person interviews in order to gain first hand knowledge of each applicant's demeanor and communications skills. Both Master Sergeants and Sergeants First Class, who desire and are eligible, may compete for First Sergeant vacancies. The State CSM may delegate a panel of the EPS Master Sergeant promotion board to accomplish this.

**4-4. Application Documentation:** The required documents for the 1SG Board are normally the same as that required for EPS Board Packets but may include an official military picture or other documentation at the request of the board.

**4-5. Exceptions and Limitations:** Paragraph 5-30d(3) NGR(AR) 600-200 states that soldiers assigned and utilized in 1SG positions will normally have the MOS or another MOS within the CMF of the duty positions. However, MSGs may be utilized in 1SG positions outside of their Career Management Fields if they are recommended, hold or can become qualified for SQI M, and qualified soldiers with the proper MOS and grade

are not reasonably available to fill the vacancy. This also applies where there are several related MOSs in the unit, such as in a headquarters, service, support, maintenance or similarly diverse unit that do not merge until SGM. This practice is not accepted in line units such as the lettered companies of a maneuver battalion. It is not authorized simply to assign senior NCOs without regard to position MOS requirements or based solely on a highest rank status on a consolidated master sergeant promotion list. Soldiers assigned under this authorization will be considered MOS qualified for all reporting purposes, but assignments are limited to 3 years at maximum.

**4-6. Disposition of Board Results:** Forward the board recommendations to State headquarters, ATTN: CAMP-EPM. The Army Div G-1 directorate will review and approve the findings of the selection board and return an approved order of merit list (OML) by endorsement. Commands then select First Sergeants sequentially from their Career Management Field (CMF) OML and request the appropriate assignment, promotion, and lateral appointment orders from this headquarters.

## GLOSSARY

1SG.....	First Sergeant
AC.....	Active Component
AER.....	Academic Evaluation Report
AGR.....	Active Guard/Reserve
ATTN:.....	Attention
CA ARNG.....	California Army National Guard
CNGB.....	Chief, National Guard Bureau
CPMOS.....	Career Progress Military Occupational Specialty
CSM.....	Command Sergeant Major
DA.....	Department of the Army
EPPS.....	Enlisted Personnel Promotion System
FSC.....	First Sergeant's Course
HQ.....	Headquarters
HQDA.....	Headquarters, Department of the Army
IAW.....	In Accordance With
MACOM.....	Major Command
MOI.....	Memorandum of Instruction
MOS.....	Military Occupational Specialty
MPRJ.....	Military Personnel Records Jacket
MSG.....	Master Sergeant
MTOE.....	Modified Tables of Organization and Equipment
NCO.....	Noncommissioned Officer
NCOER.....	Noncommissioned Officer Evaluation Report
NGB.....	National Guard Bureau
NGR.....	National Guard Regulation
Para.....	Paragraph
PL.....	Promotion List
PQR.....	Personnel Qualification Record
RC.....	Reserve Component
SFC.....	Sergeant First Class
SGM.....	Sergeant Major
SSG.....	Staff Sergeant
SGT.....	Sergeant
SIDPERS.....	Standard Installation/Division Personnel System
STAB.....	Standby Advisory Board
STARC.....	State Area Readiness Command
SQL.....	Standing Qualification List
TAG.....	The Adjutant General

### Promotion Appraisal Worksheet

(For use of this form see CA ARNG Supplement 1 to NGR 600-200. The proponent agency is NGB-ARP-PE)

#### Soldier Information

Name:	SSN:	Rank:
PMOS	Unit:	

#### Appraisal

Area of Consideration	Performance Allowed Awarded	Potential Points Allowed Awarded	
Military bearing & Appearance	0-15	None	XXXXX
Responsibility & Accountability	0-25	0-30	
Leadership	0-35	0-70	
Communication Skills	0-20	0-30	
Professional Attributes & Ethics	0-20	0-30	
Initiative	0-25	0-30	
Technical & Tactical Proficiency	0-35	0-35	
Sub Total	175	225	
TOTAL _____		TOTAL	Total Score _____

#### Remarks:

--

#### Authentication

Printed Rank and Name:	Signature:	Date:

CA ARNG Form 4101, 01 Jan 02

#### Appendix A



## Board/Point Spread Matrix

SCALE FROM NCOER	15	20	25	30	35	70
<b><u>EXCELLENCE</u></b> (with quantitative comments to justify rating) always exceeds expectations	15	20	24 - 25	29 - 30	33-35	66-70
<b><u>EXCELLENCE</u></b> (with out quantitative bullets) usually exceeds expectations	13-14	18-19	22 - 23	27 - 28	31-32	61-65
<b><u>SUCCESS</u></b> (with quantitative comments) meets expectations	12	16-17	20 - 21	24 - 26	28-30	55-60
<b><u>SUCCESS</u></b> (without bullets) Baseline Soldier usually meets expectations	9 - 11	12-15	15 - 19	18 - 23	21-27	41-54
<b><u>NEEDS IMPROVEMENT</u></b> (SOME) seldom meets expectations	5 - 8	6 - 11	7 -14	9 - 17	11-20	21-40
<b><u>NEEDS IMPROVEMENT</u></b> (MUCH) never meets expectations	0 - 4	0 - 5	0 - 6	0 - 8	0 - 10	0 - 20

Source Documents: NCOERs, DA Form 1059s, PQR, Resume and other pertinent documents will be used when evaluating performance and potential. Use the point column that corresponds to the performance or potential evaluation score to determine the soldier's points.

### Appendix B

Name \_\_\_\_\_ Unit \_\_\_\_\_ Grade \_\_\_\_\_ PMOS \_\_\_\_\_

**ARMY NATIONAL GUARD SENIOR NCO CHECKLIST**

	YES	NA
This checklist	_____	
Biographical Sketch	_____	
All NCOERs for the past 3 years	_____	
AER for the most recent NCOES course	_____	
DA Form 705 for the past 3 years	_____	
Certificates for decorations, and memoranda for commendations and appreciation for the past 3 years	_____	_____
Electronic copy of NGB Form 4100-1-R-E (Enlisted Promotion Point Worksheet)	_____	
3 NGB Form 4101-1-R with Performance Appraisal completed and signed	_____	

---

**Instructions:** Except for this checklist and the biographical sketch, submit photo-static copies on 8.5" x 11" 20# bond paper. Items with a blank, lined space under the NA above may not apply to each nominee. All other items are mandatory.

\_\_\_\_\_  
**Nominee signature and date**

\_\_\_\_\_  
**Personnel Sergeant signature and date**

\_\_\_\_\_  
**BN CSM signature and date (as applicable)**

\_\_\_\_\_  
**BDE CSM signature and date (as applicable)**

\_\_\_\_\_  
**DIV CSM signature as date**

\_\_\_\_\_  
**State CSM signature and date**

**Appendix C**

**[REQUEST FORMAT FOR ASSIGNMENT AND APPOINTMENT TO CSM]**

MEMORANDUM THRU

Battalion CSM  
MACOM (BDE CSM) as applicable  
SRCOM (DIV LVL CSM) as applicable

FOR State Command Sergeant Major

SUBJECT: Request for Consideration of Appointment to Command Sergeant Major

1. I request consideration for assignment to a CSM position and appointment to CSM. I have a thorough knowledge of the State CSM Selection/Appointment process as outlined in CAL PAM 600-202, Enlisted Personnel Centralized Promotion Boards, and Chapter 9 of the NGR 600-200. I understand, accept and agree to the policies, procedures and objectives therein.
2. I want to be a CSM because...(explain why). I believe that as a CSM I can accomplish...(explain what). You should select me for a position as CSM because...(explain why).
3. Please consider the following additional accomplishments and experience not listed in my biographical sketch...(list additional items as applicable).

Encl  
CSM Nomination Packet

Signature block

Notes:

1. This memorandum is for the CSM Advisory Council and is not a part of the NGB Nomination Packet.
2. This your opportunity to express why you wish to be a CSM, what you hope to accomplish as a CSM, and why the Council should consider you for assignment to a CSM position.
3. You made include in this memorandum additional information on civilian acquired leadership skills and other information that is not part of the required Biographical Sketch.

**Appendix D**

## **COMMAND SERGEANT MAJOR NOMINATION CHECKLIST**

[Required documents for NGB CSM Nominee Packets]

	<b>YES</b>	<b>NA</b>
Nominating memorandum	_____	
This checklist	_____	
Biographical Sketch	_____	
Official Photograph	_____	
DA Form 2-1	_____	
GPFR-1790 (8 1/2" x 11") (PQR)	_____	
All NCOERs for the past five years	_____	
All AERs for NCOES courses	_____	
DA Form 705 for the past 3 years	_____	
 DA Form 7349-R, Initial Medical Review- Annual Medical Clearance (with DA Fm 3349 if applicable)	 _____	
 Nominee's memorandum to the president of the board	 _____	_____
DA Form 4187 with statement of agreement	_____	_____
 Certificates for decorations, and memoranda for commendations and appreciation for the past 3 years	 _____	 _____

Instructions: Except for this checklist and the biographical sketch, submit photo-static copies on 8.5" x 11" 20# bond paper. Items with a blank, lined space under the NA above may not apply to each nominee. All other items are mandatory.

\_\_\_\_\_  
Nominee signature and date

\_\_\_\_\_  
Personnel Sergeant signature and date

\_\_\_\_\_  
BN CSM signature and date (as applicable)

\_\_\_\_\_  
BDE CSM signature and date (as applicable)

\_\_\_\_\_  
DIV CSM signature as date (as applicable)

\_\_\_\_\_  
State CSM signature and date

### **Appendix E**

## **BIOGRAPHICAL SKETCH**

Name: (Last, First, MI)

Date:

Primary MOS:

Duty MOS:

Present Rank:

Date of rank:

Years of active service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education: (Highest completed as annotated on DA Form 2-1)

Military Education: (List NCOES courses first, followed by MOS producing schools, and functional courses, in chronological order for each. Courses must be at least one week or 40 hours in duration, or a complete sub-course series as listed on the DA Form 2-1.)

Decorations, awards and citations: (spelled out in order of precedence. The Bio, DA 2-1, and the awards worn in the picture must match exactly.)

Civilian affiliations:

Significant experience: (include duty status and primary civilian occupation or AGR)

---

(Do not type the following on the sketch)

1. Limit to two pages on standard 8 1/2" x 11" plain white paper using New Times Roman, New Courier or Arial, 12 pitch fonts.
2. If pursuing a degree, list major and minor, institution, and date projected for completion.
3. Do not list single sub-courses under military education. List only complete series.
4. Include in Civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.

## **Appendix F**

## **BIOGRAPHICAL SKETCH**

Name: Smith, Barbara M.

Date: 22 December 2002

SSN: 333-22-4444

Primary MOS: 91W52SH

Duty MOS: 63Z50

Present Rank: MSG

Date of Rank: 11 June 1998

Years of Active Service and BASD: 3 Yrs. 10 Mos. BASD: N/A

Total years of service and PEBD: over 19 yrs. 830812

Date of birth: 28 January 1953 Place of birth: Sacramento, CA

Marital status: Married

Home address: 2412 River Bottom Dr. Sacramento, CA 95833

Home telephone number: (916) 999-5555

Business telephone phone: (916) 333-4444

### **Civilian education:**

Mount Expensive College, Bachelor of Science - Administration/Management

Roughy Junior College, Associate of Science - Liberal Arts

Pacific Coast College, Diploma ñ Vocational Nursing

### **Military Education:**

Sergeants Major Academy-Resident Course, May 2002

1SG Refresher Course, August 1999

Advanced NCO Course (91B) RC-Phase I and II, Jun 1998

Advanced NCO Course RC-Phase I, Mar1998

Advanced NCO Course RC-RES, Apr1992

Basic NCO Course RC-RES, Jul 1991

Primary Leadership Development Course, RC-RES, Jun1988

Instructor Trainer Course (ITC), USASMA, Feb 2002

Company Level Pre-Command Course, Mar 2001

Small Group Instructor Training Course (SGITC), Mar 1990

Support Operations, Phase I (ACCP), 1990

Combat Medical Specialist Course 91B (AIT), Sep 1984

## **Appendix G**

Decorations, awards and citations: (continued)  
Army Commendation Medal (w/2 Bronze OLC)  
Army Reserve Component Achievement Medal (w/4 Bronze OLC)  
National Defense Service Medal  
Humanitarian Service Medal  
Armed Forces Reserve Medal  
NCO Professional Development Ribbon (w/numeral 4)  
Army Service Ribbon  
Overseas Service Ribbon  
Army Reserve Component Overseas Training Ribbon  
California Medal of Merit  
California Commendation Medal  
California Good Conduct Ribbon (w/ 2 Bronze Diamond Devices)  
California Service Medal (w/1 Silver Redwood Cluster)  
California National Guard Enlisted Trainer Excellence Ribbon  
California State Service Ribbon (w/ 2 Bronze Diamonds)  
California Drill Attendance Ribbon (w/ 3 silver stars)

Civilian Affiliations:

Member of the California Sergeants Major Association  
Member EANGUS  
Member NAGUS  
Member of Buffalo Soldiers 9<sup>th</sup> & 10<sup>th</sup> (Horse) Calvary  
JROTC, Grant School District, Grant HS, Sacramento, CA (Parent Volunteer Program)  
Afro-American Focus Group, Dept. of Health Services, Office of AIDS, Sacramento, Ca.

Significant experiences:

Facilitator (E8): USASMA Non-Resident Course, Jun02 thru Jun02  
Base Group Chairperson (E8), USASMA, Class 52, Ft. Bliss, TX. Aug01 thru Ma02  
First Sergeant (E8), 2632<sup>nd</sup> Transportation Co., San Bruno CA., Jan00 thru Jul01  
Division Sr Medical NCO (E8), 49<sup>th</sup> ID, Los Alamitos, CA, Jan99 thru Dec99  
First Sergeant (E8), Co F (MED) 540<sup>th</sup> MSB, Pomona, CA, Sep97 thru Dec98  
Detachment Sergeant(E7), 540<sup>th</sup> MSB, HHC, Bell, CA, Apr97 thru Aug97  
Division Sr Medial NCO (E7) attached 40<sup>th</sup> ID Los Alamitos, Ca, Mar96 thru Mar97  
Platoon Sergeant (E7), 143<sup>rd</sup> Evac Hosp., Los Alamitos, CA, 1992 thru 1996  
Detachment NCOIC (E7) Troop Medical Clinic, Cp. Roberts, CA, Jul95  
Detachment Team Leader (E6), 175<sup>th</sup> Med Bde. HHC (attached) Anchorage, AK, 1993  
Detachment Team Leader (E6), 175<sup>th</sup> Med Bde. HHC (attached) Churlu, Turkey, 1991  
Independent Duty, Keep-Up Tour, Cp. Zama, Japan, 1990  
Section Leader/Squad Leader (E5), 143 EVAC HOSP, 1985 thru 1992

## **Appendix G**

## Transmittal Checklist

It is the intent of the State Command Sergeant Major that every eligible soldier has the opportunity to apply for consideration for placement on the Standing Qualification List (SQL) for appointment to CSM. This checklist will be used to transmit the Soldiers Nomination Packet to the State Command Sergeant Major.

The process begins with the soldier providing the packet to his/her brigade level (06 command) CSM. The packet is reviewed in accordance with paragraph 3-4 of this pamphlet and then forwarded to the Senior Command (07 and above) CSM.

### Brigade Level (06 command) CSM

Unit	Name	Signature	Date
------	------	-----------	------

I have reviewed this request for consideration for placement on the SQL and forward it with the following comments.

☐ I recommend this soldier for consideration for placement on the SQL.

☐ I cannot recommend this soldier for consideration for placement on the SQL at this time.

Comments on the packet and/or recommendations: (Attach a separate sheet if necessary)

---

---

---

### Senior Command CSM

Unit	Name	Signature	Date
------	------	-----------	------

I have reviewed this request for consideration for placement on the SQL and forward it with the following comments.

☐ I recommend this soldier for consideration for placement on the SQL.

☐ I cannot recommend this soldier for consideration for placement on the SQL at this time.

Comments on the packet and/or recommendations: (Attach a separate sheet if necessary)

---

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### Army Division G-1 SGM

Date Received	Signature
---------------	-----------

## Appendix H



<b>PERSONNEL ACTION</b> For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
<b>AUTHORITY:</b>	Title 5, Section 3012; Title 10, USC, E.O. 9397.	
<b>PRINCIPAL PURPOSE:</b>	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
<b>ROUTINE USES:</b>	To initiate the processing of a personnel action being requested by the soldier.	
<b>DISCLOSURE:</b>	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code) National Guard Bureau ATTN: NGB-ARH-S 1411 Jefferson Davis Highway Arlington, VA 22202-3231	2. TO (Include ZIP Code) National Guard Bureau ATTN: NGB-ART-I 111 S. George Mason Drive Arlington, VA 22405	3. FROM (Include ZIP Code) Adjutant General, {State} ATTN: MPMO (Only) {Address} {City, St ZIP}
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME (Last, First, MI) WANAGO, Toschool N.	5. GRADE OR RANK/PMOS/AOC 1SG/19Z5M	6. SOCIAL SECURITY NUMBER 111-22-3333
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above soldier's duty status is changed from _____ to _____ _____ effective _____ hours, _____ 20 _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input checked="" type="checkbox"/> Service School (Enl only)	Special Forces	Identification
<input type="checkbox"/> ROTC or Reserve Component	On-the-Job Training (Enl only)	Identification
<input type="checkbox"/> Volunteering For Oversea	Retesting in Army Personnel	Separate Rations
<input type="checkbox"/> Ranger Training	Reassignment Married Army	Leave - Excess/Advance/Outside
<input type="checkbox"/> Reassignment Extreme Family	Reclassification	Change of
<input type="checkbox"/> Exchange Reassignment(Enl only)	Officer Candidate	Other (Specify)
<input type="checkbox"/> Airborne Training	Asgmt of Pers with Exceptional Family	
9. SIGNATURE OF SOLDIER (When required) (Soldier signature required)		10. DATE
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
<b>US Army Sergeant's Major Course: Resident( ) Non-Resident ( )</b> <b>Unit Name and Address:</b>  <b>Unit Phone:</b> <b>Home Mailing Address:</b>  <b>Home Phone:</b> <b>Work Phone:</b> <b>DOB:</b> <b>Status:</b> M-Day ____ <b>Tech</b> ____ <b>AGR</b> ____ <b>Height:</b> <b>Weight:</b> % <b>Body Composition:</b> <b>Allowed:</b> (Enclose DA Form 5500 or 5501) <b>APFT Score:</b> <b>Date:</b> <b>Temp Profile (Yes/No) (If yes, include copy)</b> <b>Permanent Profile (Yes/No) (If yes, include DA Form 3349, MMRB, PEB, as applicable)</b> <b>**COORDINATION AND STATEMENTS OF AGREEMENT MUST BE ENCLOSED**</b>		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE (Local Cdr or authorized rep)	13. SIGNATURE	14. DATE

DA FORM 4187,

PREVIOUS EDITIONS ARE OBSOLETE

USAPPC V5.00

COPY 1

## Appendix I

## STATEMENTS OF AGREEMENT

1. I understand that I am required to serve at least 24 months after graduation.

Soldier initials \_\_\_\_\_

2. I have been counseled and understand that if I fail to complete this course, I may be Barred from Reenlistment or Extension of Enlistment, or recommended for separation from service. I further understand that, if I am a Master Sergeant or First Sergeant, and I do not complete the course for reasons other than extreme hardship, I will be removed from the promotion list administratively and will not be eligible for future consideration for Sergeant Major or to attend the course.

Soldier initials \_\_\_\_\_

3. I understand that if I have been promoted to Sergeant Major conditioned upon my successful completion of the U.S. Army Sergeants Major Course that I will be reduced without board action or appeal if I fail to complete the course by not satisfying requirements, meeting standards, misconduct, or withdrawal.

Soldier initials \_\_\_\_\_

4. I have read and understand the requirements and related actions for the United States Army Sergeants Major Course.

Soldier signature and date: \_\_\_\_\_

---

## COORDINATION

1. State CSM: \_\_\_\_\_

2. State POTO: \_\_\_\_\_

3. I certify that the soldier has been selected by a promotion board for promotion into the actual vacancy or a vacancy projected within the next 12 months.

State Army Division G-1: \_\_\_\_\_

4. For soldiers that are Military Technicians or Active Guard Reserve status:

State HRO: \_\_\_\_\_

## Appendix J